

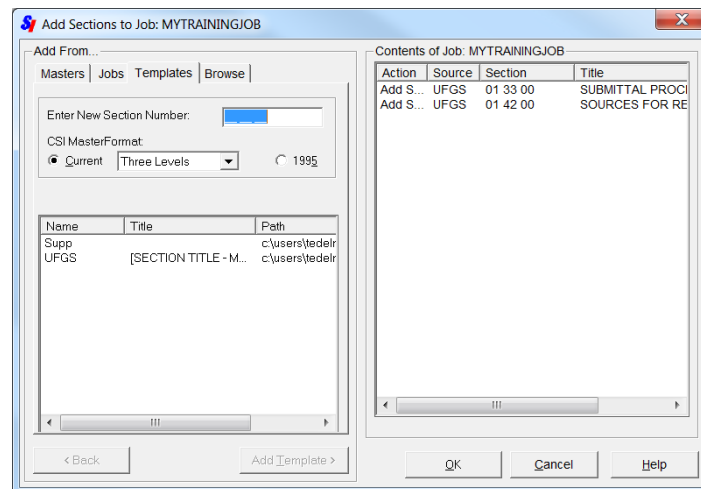
SpecsIntact eLearning Modules Transcript

Module: Chapter 2 – Adding Sections to a New Job

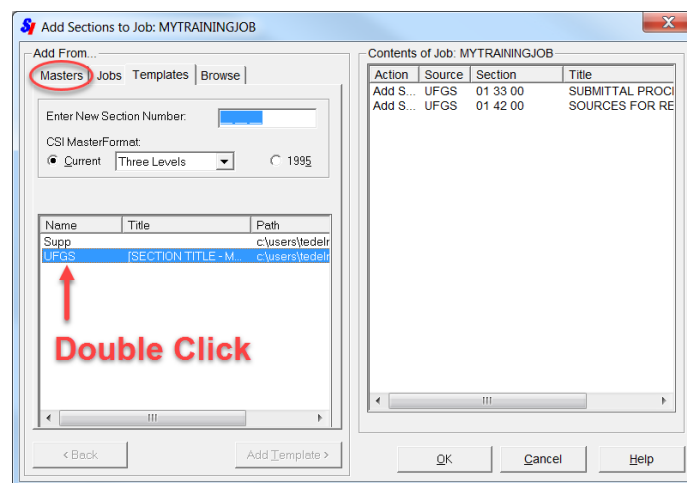
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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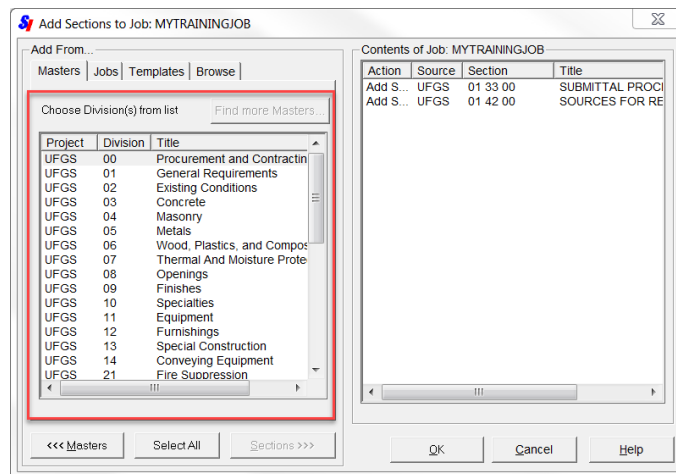
Now it's time to add Sections to your job. With the Add Sections to Job dialog box open, you can begin selecting Sections for your Job.



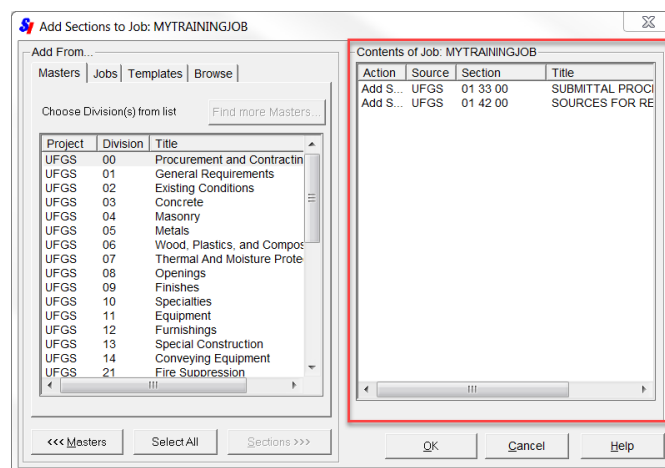
For the purpose of this exercise, we are going to use the Masters Tab, and *double-click* on the **UFGS Master**.



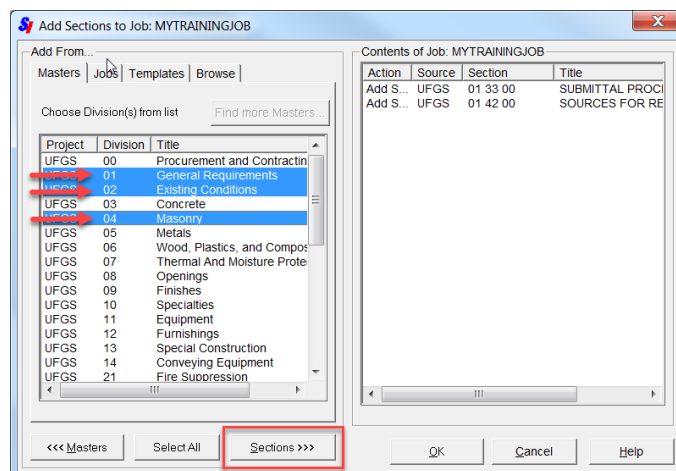
The left pane shows the Divisions in which we will be using to add Sections to your job.



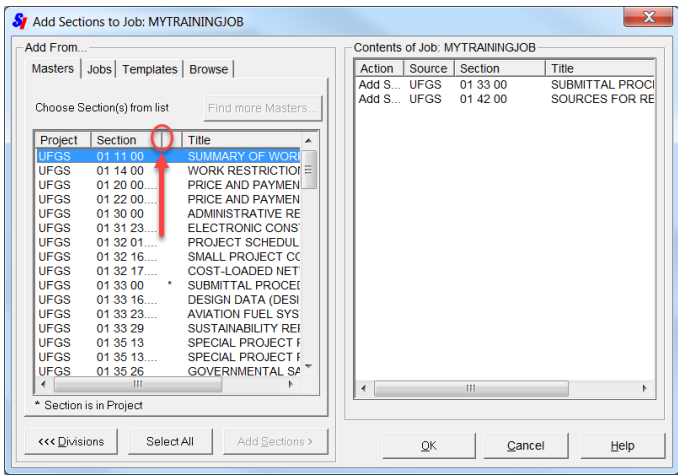
As you notice the Contents pane on the right, two Sections have already been added, the 01 33 00 Submittal Procedures, and 01 42 00 Sources for Reference Publications Sections, because they are necessary for processing the References and Submittals.



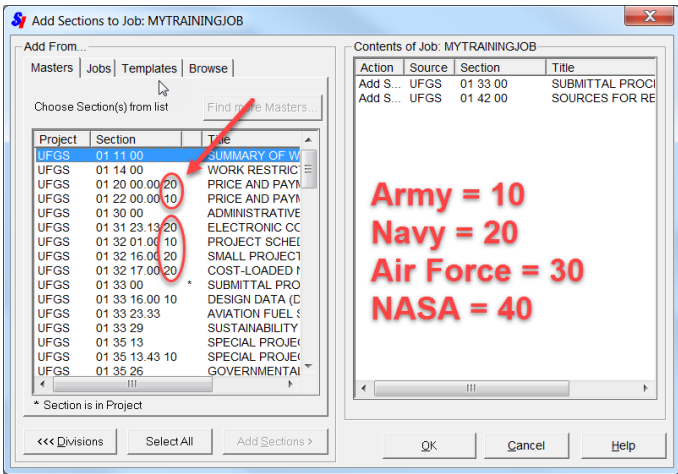
Since we will be adding Sections from **Divisions 01 General Requirements**, **Division 02 Existing Conditions**, and **Division 04 Masonry**, let's hold down the **Cntrl** key, and select those divisions. Now that we have our Divisions selected, click on the **Sections** button.



Before we start adding the Sections, you will see that the Section Numbers are not completely visible so let's move our cursor over the horizontal line to the right of the Section Header, and *double-click* to expand the field. We can also use the horizontal slider at the bottom of the pane so we can see more of the Section Titles.



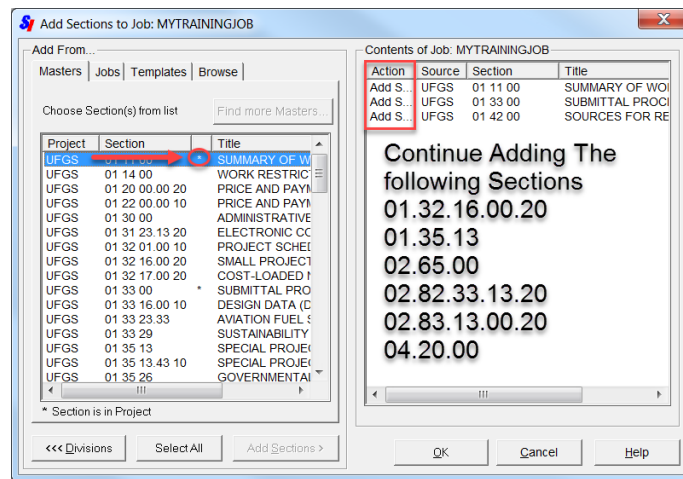
Before we continue adding Sections, you need to understand the UFGS Section numbering system, and the proper order the Sections should be added to your Job. You will first pick the Sections that are specific to the agency in which you work, or contracted to perform the work. You ask how do I know what agency by looking at the Section Numbers, well it's simple. Agency specific Sections are identified by the fifth level indicator, **Army uses "10", Navy "20", Air Force "30", and NASA "40"**. All other Sections are considered to be Unified Sections and can be used by all agencies.



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Now that you have a thorough understanding of the Section numbers and the order which they are selected, we will begin adding the Sections. Since the Job is a Navy Project, and you have already determined what Sections you need. Let's start by *double-clicking* on **Section 01 11 00 Summary of Work**. As you see, an **asterisk** has appeared between the **Section Number**, and the **Title**.

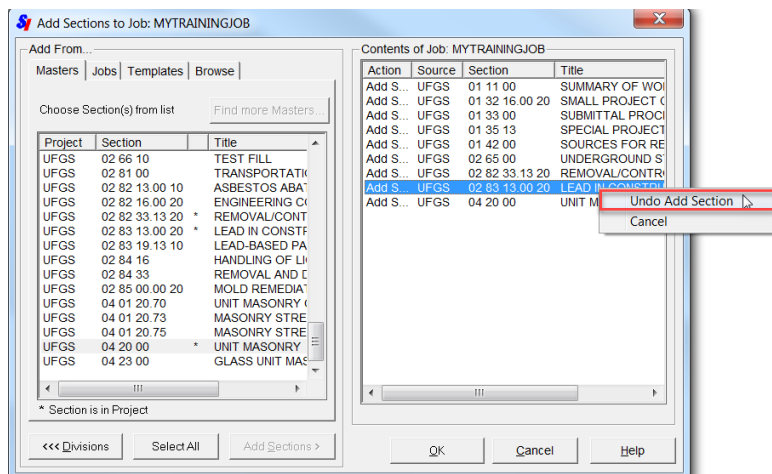
This indicates that the Section has been added to the Contents Pane and the Action indicates that it's in the **Add** state.



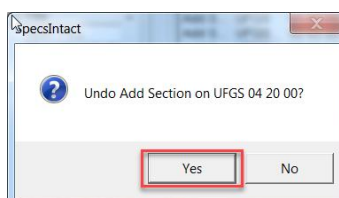
We will continue by adding **Sections** by *double-clicking* on the following Sections: **01.32.16.00.20, 01.35.13, 02.65.00, 02.82.33.13.20, 02.83.13.00.20, 04.20.00.**

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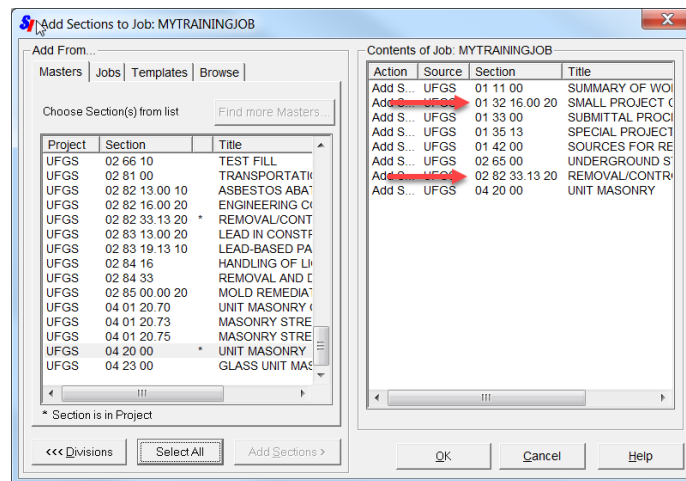
Before you continue, you should review the Contents Pane to verify that you have added the correct Sections. Again, we are unable to see the full Section Number, let's move our cursor to the horizontal line to the right of the Section Header and *double-click*. You realize that you added **Section 02 83 13.00 20** by mistake. As long as the Sections you added are still listed in the Contents pane, and the Action is still reflecting the Add state, *click* on the **Section** to highlight it, then *right-click*, and select **Undo Add Section**.



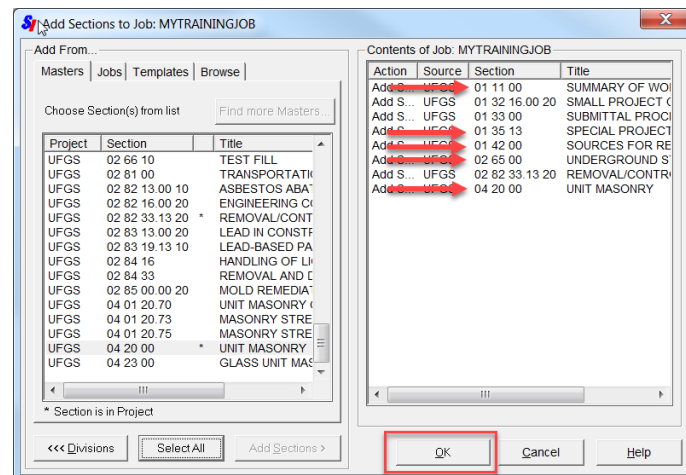
When prompted to, **Undo Add Section** on UFGS 02 83 13.00 20? Select **Yes**. If by chance, you did not catch the mistake here, you will have the opportunity to correct it once the job has been fully created.



As you see, you have added two Navy Specific,



and five Unified Sections. Now that you have mastered adding Sections to your Job, Select **OK**.



In the next module we are going to learn about Tailoring Options, which is the final process for Creating and Setting your Job.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
